



**RENEWAL APPLICATION- EMBRYO TRANSFER
TECHNICIANS
MONTANA BOARD OF VETERINARY MEDICINE
301 S PARK, P O BOX 200513
HELENA, MT 59620-0513
www.vet.mt.gov
(406) 841-2394**

LICENSE NO. _____

RENEW DATE _____

STATUS: _____

ADDRESS CORRECTIONS ONLY:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP/COUNTRY: _____

NAME: _____

ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

Your Montana Embryo Transfer Technician (ETT) Certificate will expire on November 1. **YOU MAY ALSO RENEW ONLINE, GO TO:**
<https://app.mt.gov/renewal>

In order to renew your license:

- 1) Complete the renewal application.
- 2) Complete the Continuing Education Attest Statement Below.
- 3) Answer the disciplinary question at the bottom of the form.
- 4) Submit a check or money order for \$65.00 made payable to the Board of Veterinary Medicine. Do not send cash. Canadian residents pay in U.S. funds only.
- 5) Renewals with a U.S. Postal Service postmark after November 1 will be assessed a penalty fee by state law of \$50.00, increasing the total amount due to \$115.00. **NO EXCEPTIONS!**
- 6) Sign the renewal application.
- 7) Return the renewal application and fee to the Board office postmarked by November 1.

CONTINUING EDUCATION ATTEST STATEMENT:

You are required to obtain 10 hours of continuing education (CE) obtained within the 12 months prior to November 1 in order to renew your license. Programs shall pertain to embryo transfer to qualify. The Board will be conducting a random audit of licensees during the renewal cycle to ensure compliance. If you are among those selected, you will be notified after November 1 to submit documentation that you have completed the requirement. **Any CE non-compliance determined by the audit will be handled by the Board as a disciplinary matter.**

Embryo Transfer Technicians renewing their license for the FIRST time are exempt from the CE requirement but must complete the renewal form and pay the renewal fee.

___ I have completed the required hours of continuing education.

___ I have not completed my continuing education.

___ I do not need continuing education, as this is my FIRST license renewal.

I declare under penalty of perjury that the above statement is true. I am aware that a false statement may lead to license discipline.

Incomplete or unsigned renewal applications will not be processed and will be returned.

LEGISLATION PASSED IN THE 2005 SESSION PROVIDES THAT A LICENSEE HAS 45 DAYS TO RENEW HIS/HER LICENSE AFTER THE DEADLINE BY PAYING BOTH THE RENEWAL FEE AND THE LATE FEE. ANYONE RENEWING 46 DAYS OR MORE AFTER THE DEADLINE MAY HAVE A COMPLAINT FILE OPENED AND THE POSSIBILITY OF UNLICENSED PRACTICE WILL BE ADDRESSED BY THE BOARD THROUGH THEIR DISCIPLINARY PROCESS.

YES ___ NO ___ **Have any legal or disciplinary actions been instituted against you since your renewal?** If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec. 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

Your signature: _____
DO NOT SEND CASH

Date: _____